

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
JANUARY 26, 2005**

The Board of the Directors of the National Environmental Laboratory Accreditation Conference (NELAC) (i.e. Board) met by teleconference on January 26, 2005 at 1:30 p.m., Eastern Standard Time (EST). Chair, Mr. Wayne Davis, Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting. A list of action items is provided in Attachment A. The agenda is provided in Attachment B. A list of participants is provided in Attachment C. The purpose of the meeting was to discuss agenda items for the Board of Directors meeting that will take place during the Philadelphia Forum.

INTRODUCTION

Mr. Davis called the meeting to order and stated that all of the Board members were present with the exception of Mr. Coats and Dr. Griggs.

Update on Action Items

Item No.	Action	Date Completed
1.	Mr. Davis will prepare a list of key points regarding the use of ISO 17025 language in the Standard to present to INELA at the Philadelphia Forum.	1/26/05

1. Mr. Davis presented his "Talking Points - INELA Plenary Session" to the Board members and will be distributing an updated version based on the discussion from today's meeting.

Approval of Minutes

Ms. Shields volunteered to make changes to the December 9th meeting minutes and Mr. Davis volunteered to review the comments on the minutes for the January 12th meeting. The January 13th meeting minutes were completed and approved. After all sets of minutes have been distributed to the Board members, they have one week to provide comments. Finalized minutes from previous calls will then be distributed one week prior to future meetings.

Approval of Mr. Davis' "Talking Points - INELA Plenary Session"

Mr. Davis added a seventh point which states that "The NELAC Board, through the Executive Director of NELAP, Ms. Autry, has been informed that the NELAC, NELAP and EPA are solely covered under the existing operating agreement with ANSI regarding the use of the ISO Standards." ANSI (the American National Standards Institute) is the legal authority that copyrights the ISO documentation that NELAC has paid for copyright privileges to have the ISO language in the NELAC Standard. Therefore, nobody else has the right to use the ISO language that is in the NELAC Standard, even though the NELAC Standard is available to the public.

At the Charleston NELAC conference, Ms. Autry had made an announcement that NELAC may have to remove the ISO language due to the high annual fee associated with its use. Since that time, she has been in further negotiations with ANSI to develop a new contract (that will be signed at the close of the existing contract) that will allow NELAC to retain the ISO language in

the 2003 Standard for a one time fee. There are still six months in which NELAC will operate under the existing contract.

There are three specific ISO Standards that NELAC is permitted to use through their license with ANSI. The agreement is fairly broad and does not discuss exactly where the language must be used or to what extent it can be modified. In addition, ANSI is currently in the process of issuing a new version of ISO 17025. Mr. Davis will be revising his seventh “talking point” to reflect this information and will distribute his revised “Talking Points - INELA Plenary Session” to all of the Board members.

Agendas for the Philadelphia Forum

Mr. Davis stated that in the Agenda for the NELAC Board of Director’s session, the discussion of the cooperative agreements should come first, followed by the Special Committee work, and then the NELAC policies. Ms. Autry commented that she will be addressing the cooperative agreements during the Plenary Session and also plans to discuss the Self Sufficiency Team on Friday morning. Another participant confirmed that the NELAC Board of Director’s session would be a working meeting with open participation. He suggested that the cooperative agreements therefore be discussed in this session regardless of whether Ms. Autry addresses them in other sessions at the Philadelphia Forum. Ms. Autry replied that she felt that the NELAC Board should only focus on policies during their session.

Mr. Sheibley noted that the use of an open forum will be valuable. It will help to alert the Board as to what concerns the NELAC community has and what they view as impediments. Mr. Siders suggested that more time be allotted to the open forum. He also suggested that the Board solicit some feedback on the work cell concept. Ms. Autry replied that the work cell concept was going to be presented at the Accrediting Authority Committee’s session that is being held during the same timeframe as the NELAC Board of Director’s session.

One addition to the Agenda has been a meeting for the Standards Review Committee glossary group from 3:30 to 5:00 PM on Thursday. The NELAC Board of Directors has given the group their blessing in regards to the group’s proposal to work on the glossary under the Board of Director’s direction.

The Board members decided to briefly mention the Cooperative Agreements, the glossary, and the Special Committee work at their session and to focus on the APHL letter and the policies. Mr. Siders suggested that the Agenda be revised under “Work and Discussions” to include the following bullets: (1) cooperative agreements, (2) policies, (3) ongoing Board activities, and (4) other issues. Mr. Davis will send some ideas around for a revised Agenda for all of the Board members to comment on.

APHL Letter to Administrator Leavit

Ms. Autry discussed how APHL (the Association of Public Health Laboratories) had invited her to their headquarters in November to inform her that they had received Dr. Gilman’s response to their previous letter. However, she had not been aware of the fact that they intended to send a letter to Administrator Leavit. The letter was apparently sent in a rush with the intention of distribution prior to the Philadelphia Forum.

Until NELAC receives a response from the Administrator’s office, there is no specific action that that Board will be able to take in response. It will be the responsibility of the Office of Research and Development to work with the Administrator on any follow-up that occurs.

Mr. Davis asked whether Dr. Kimsey is acting as a figurehead for APHL. Ms. Autry replied that Dr. Kimsey is currently the President of APHL but the issue is unrelated to his status as a member of the NELAC Board of Directors. Ms. Autry suspects that the Self Sufficiency Team will make an effort to inform everyone of exactly what the solicitation said and exactly how many proposals were received during their session at the Philadelphia Forum. They should also explain how a group of peers will review the proposals to make the final selection. The rest of their session should be an open forum to discuss the self-sufficiency work.

Miscellaneous

Mr. Davis noted that a plaque for David Friedman and a certificate for Ed Glick will be presented at the Philadelphia Forum. These presentations will occur at the opening plenary.

At least two more federal candidates are needed for the Self Sufficiency Task Group. At this time, Aurora Shields, Judy Duncan, **Silky Labie**, **Alfredo Sotomayor**, and **Anne Marie Allen** have volunteered to serve as state representatives. Barbara Finazzo, **Martia Marcia** Davies, and Lara Autry have volunteered to serve as federal representatives; however, Lara Autry will not be able to review the proposals as she is the Project Manager.

Five proposals have been received for the program administrator cooperative agreement. Work on the proposals needs to begin immediately. The review process only takes about two and half weeks and is very straightforward. A minimum of three people are required to do a review for a proposal. The Self Sufficiency Task Group will most likely hold a monthly conference call.

Ms. Autry is moving the website in the near future. This will allow her to post information immediately rather than having to wait for it to be sent through an approval process.

ADJOURNMENT

The teleconference adjourned at 2:59 p.m. Eastern Standard Time (EST). The next regularly scheduled NELAC Board of Director's meeting will be held on February 10, 2005, from 1:00 p.m. - 2:30 p.m. EST with regularly scheduled meetings to be held the second Thursday of every month from 1:00 p.m. to 2:30 p.m.

**ACTION ITEMS
NELAC BOARD OF DIRECTORS MEETING
JANUARY 26, 2005**

Item No.	Action	Date to be Completed
1.	Mr. Davis will redistribute his revised “Talking Points - INELA Plenary Session” to all of the Board members.	Prior to the Philadelphia Forum
2.	Mr. Davis will distribute a revised Agenda for the Board of Director’s Meeting at the Philadelphia Forum.	Prior to the Philadelphia Forum

**AGENDA
NELAC BOARD OF DIRECTORS MEETING
JANUARY 26, 2005**

- 1) Approve the minutes of 12/9/04, 1/13/05, and 1/19/05
- 2) Approve Mr. Davis' "Talking Points – INELA Plenary Session"
- 3) Approve the final Agenda for the NELAC Board of Director's meeting at the Philadelphia Forum
- 4) Review the "Detailed Agenda" for The Philadelphia Forum
- 5) The Presentation of the "Special Committee"
- 6) APHL letter to Administrator Leavit
- 7) Miscellaneous
- 8) Adjourn

**PARTICIPANTS
NELAC BOARD OF DIRECTOR'S MEETING
JANUARY 26, 2005**

Name	Affiliation	Address
Wayne Davis, Chair (present)	South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification	T: (803) 896-0972 F: (803) 896-0850 E: davisrw@dhec.sc.gov
Aurora Shields, Chair-Elect (present)	Kansas Department of Health and Environment	T: (785) 296-6198 F: (785) 296-1638 E: ashields@kdhe.state.ks.us
Paul Kimsey, Past Chair (present)	State of California	T: (510) 412-5846 F: (510) 412-5848 E: pkimsey@dhs.ca.gov
Lara Autry, Director (present)	USEPA/ORD Land Characterization Branch	T: (919) 541-5544 F: (919) 541-4261 E: autry.lara@epa.gov
Richard Sheibley (present)	Pennsylvania Department of Environmental Protection	T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us
Scott Siders (present)	Illinois Environmental Protection Agency	T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us
Kevin Coats (absent)	US Army Corps of Engineers – Hazardous, Toxic, and Radioactive Waste Center of Expertise	T: (402) 697-2563 F: (402) 697- 2595 E: kevin.h.coats@usace.army.mil
Judith Duncan (present)	Oklahoma Department of Environmental Quality	T: (405) 702-1018 F: (402) 702-9001 E: judy.duncan@deq.state.ok.us
Gleason Wheatley (present)	Kentucky Department of Environmental Protection	T: (502) 564-6120 F: (502) 564-8930 E: gleason.wheatley@mail.state.ky.us
John Griggs (absent)	USEPA/Office of Radiation and Indoor Air	T: (334) 270-3450 F: (334) 270-3454 E: griggs.john@epa.gov